

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT

Republic of Serbia

Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE)

Project ID No. P170185

Assignment Title:

- **HR consultant for RDIs, Reference No. SER-SAIGE-IC-CS-24-55**

Serbia has received a loan from the World Bank (Bank), through the “Serbia Accelerating Innovation and Growth Entrepreneurship Project” (Project), to contribute to the country’s growth and competitiveness by improving (i) relevance and excellence of scientific research and (ii) innovative entrepreneurship and access to finance for enterprise growth.

Objectives of Engagement:

The objective of the Consultant’s engagement is to support and help streamline the HR management-related activities in RDIs transformation plans in line with the needs and outcomes arising from transformational change and in a manner which will improve overall HR management in RDIs, set clear KPIs for RDI staff, develop career development paths and career advancement conditions, establish a system for quantitative and qualitative assessment of employee performance and propose rewarding and compensation system which will support engagement of staff in achieving research excellence and relevance and operations of supporting organizational forms.

Therefore, specific expertise in HR management is needed in order to enhance knowledge and improve comprehension in RDIs related to HR roles and responsibilities and support RDIs in the development of HR management procedures and rules supporting the objectives of RDIs transformation

Scope of work:

Following are the specific tasks and responsibilities of the HR Consultant:

- Providing trainings through which understanding of the role of HR management function in RDI among RDI management and transformation process coordinators should be enhanced;
- Support RDIs in the selection of appropriate solutions for the engagement of HR managers, either through internal recruiting and upgrading competence of selected staff, or through external employment of HR managers;
- Provide trainings for enhancement of knowledge and competence of RDI staff appointed for HR management;
- Provide templates and examples and explain the role and content of relevant documents and procedures related to HR management such as onboarding and or-

boarding procedures, career development paths and rules for career advancement, rewarding and financial and non-financial compensation rules, monitoring and evaluation of employee's performance, planning of trainings and other forms of increasing competences of employees;

- Expert support to appointed RDIs HR managers to develop procedures and rules for HR management and to implement them;
- Pre-assess the situation in RDIs at the beginning and periodically assess their progress in the improvement of HR management practices.

The Consultant will conduct the work in line with the relevant Project documents including the Loan Agreement, Project Appraisal Document (PAD), and RDI Transformation Operations Manual

The Consultant will conduct his/her work in the form of joint trainings and workshops for all RDIs participating in a transformation process and individually with up to 18 RDIs on-site in RDI premises and remotely as needed.

The Client will provide access to RDI transformation plans and other relevant documents.

Required qualifications:

- Postgraduate academic degree in HR, psychology, economics, management or other related field (PhD or master's degree will be considered an advantage);
- At least 10 years of work in the field of HR management (experience in HR management in RDI will be considered as an advantage);
- At least 5 years of experience in professional education and development of managers, in particular, HR managers;
- Experience in engagement within international projects;
- Experience in setting up HR systems and managing HR affairs;
- Experience in business transformation projects;
- High computer literacy and advanced use of MS Office tools;
- Excellent spoken and written English.
- Excellent communication, organization, and teamwork skills.

The Central Fiduciary Unit (CFU) of the Ministry of Finance now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The evaluation criteria for the assignment:

- General experience (40 Points)
- Specific Experience relevant to the Assignment (60 Points)

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the *World Bank’s Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016, revised November 2017, August 2018 and November 2020)* (“the Regulations”) setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the *Open Competitive Selection of Individual Consultants* as set out in the Regulations.

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest in English language must be delivered in a written form to the email below, by **April 12, 2024, 12:00 hours, noon**, local time. Interested consultants must provide **Cover Letter (name and reference number of the assignment to be indicated in the email)** and **CV** representing description of similar assignments, experience in similar conditions and availability of appropriate skills (**scanned diplomas to be sent with CV**).

Contact:	E-mail:	Address:
To:	ljljana.krejovic@mfin.gov.rs Ms Ljiljana Krejovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 53 Balkanska St
Cc:	ljljana.dzuver@mfin.gov.rs	11000 Belgrade, Serbia Tel: (+381 11) 7652652
Cc:	viktor.nedovic@nitra.gov.rs tijana.knezevic@nitra.gov.rs	